Distributions

Who should take the RPF Distributions module?
This module is designed for entry level employees who process distribution requests, or anyone who needs to be able to discuss distributions with participants, clients, or others in the industry. It is a requirement for candidates earning the RPF Certificate.

What is covered in the Distributions module?
The module presents the basics on topics related to distribution rules and processing distribution requests, including:

- Distributable events
- Distributions at termination
- In-service withdrawals
- Hardship withdrawals
- Required minimum distributions
- Calculating available amounts
- Forms of payment
- Applicable taxation
- Notifications
- Employer responsibility
- Small balances
- Lost participants

Course Access
Access to all portions of the course is granted online through My Learning Activities and access ends six months from date of enrollment. Certain parts of the course (practice exam, study guide, and handouts) can be downloaded to your computer for your extended personal use.

Course Content

Pretest
Each module includes a pretest that mimics the number and type of questions that appear on the final exam. Submission of the pretest is required to unlock the study material and final exam. Use the pretest to identify what areas of content require the most study. It can be retaken as practice for the final exam.

Study Guide
The study material consists of scenarios, guiding questions, explanatory text, and examples to introduce new concepts. Broken into seven units, the study guides are in PDF format and can be accessed online or downloaded to your computer or easily printed for personal use.

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Instructional Activities
Each unit has online, interactive questions and activities to reinforce and practice the skills and knowledge that will be tested on the exam. The activities provide targeted feedback based on your response. They may be paused, resumed, and repeated as often as you wish. Completion of the instructional activities is not a requirement for successful completion of the module; however, it is a recommended means of studying for the final exam.

Final Exam

Format: Online
Passing Score: 75% (19/25 questions)
Attempts: 3
Deadline: Six months from enrollment date

Additional Resources
The course contains links to additional information online, handouts, and references. Use these resources to enhance your study and as helpful tools on the job. Handouts must be downloaded and saved to your computer for use after the access period has closed.

Learning Objectives
The following learning objectives are covered in the study material and tested on in the final exam.

The successful candidate will be able to:
- Use data to determine distribution requirements.
- Identify different types of distributions.
- Explain the notices and consents provided to a participant upon distribution.
- Describe taxation and reporting as it applies to plan distributions.
- Calculate the amount available for plan distribution.
- Explain an involuntary cash-out provision.
- Calculate the amount available for an in-service distribution.
- Describe events that allow for a safe harbor hardship distribution.
- Calculate the amount available for a safe harbor hardship distribution.
- Identify participants who must take a required minimum distribution.
- Identify a participant’s required beginning date.
- Calculate the amount of a required minimum distribution.
Content Outline

Unit 1: The Distribution Process
- Can the Participant Take Money Out?
- How Much is Available for Distribution?
- What Payment Types Are Available?
- What Is the Amount Subject to Taxation?

Unit 2: Termination of Employment
- Types of Distributable Events Due to Termination
- Amounts Available for Withdrawal
- Notification and Distribution Timing

Unit 3: In-Service Withdrawals
- Source of Funds Withdrawals
- Event Withdrawals
- Notification and Taxation

Unit 4: Hardship Withdrawals
- Hardship Distributions by Plan
- The Two Hardship Tests
- Safe Harbor Rules
- Special 401(k) Source Rules
- Other Hardship Restrictions
- Taxation and Withholding of Hardships

Unit 5: Required Minimum Distributions (RMDs)
- Required Beginning Date
- A Note on 403(b) Plans and IRAs
- Determining the RMD Amount – The Account Balance Method
- Notice, Consent and Withholding Requirements
- Consequences of Not Taking an RMD

Unit 6: Other Distributable Events
- The Anti-Alienation Principal
- QDROs
- Termination of the Plan
- Voluntary After-Tax and Roth Distributions

Unit 7: Employer Responsibility
- Employer Roles
- Notification and Distribution Timing
- Taxes and Tax Form Responsibility
- Small Balances
Examination Policies

Completion
In order to complete the Distributions module you must earn a passing score of 75% (19/25 questions) on the final exam. You may retake the exam if you do not pass on the first attempt. Candidates who do not pass all three attempts must wait until the end of the enrollment period (six months from the date of purchase) to repurchase the module to retake the exam. Upon passing the Distributions exam, you will immediately receive a certificate of completion. In order to earn the RPF Certificate, you must pass the Distributions exam and all other RPF module exams, as outlined at https://www.asppa.org/professional-development/retirement-plan-fundamentals-rpf-certificate.

Additional Information
For more information on ASPPA exams, visit ASPPA’s Examination Policy (https://www.asppa.org/sites/asppa.org/files/PDFs/Education/NewEducation/Policies/ASPPA%20Exam%20Policy.pdf) or contact ASPPA with questions at rpa@usaretirement.org.